



Lead-Related Construction Certification Renewal Forms and Instructions

California Department of Health Services, Childhood Lead Poisoning Prevention Branch,
Lead-Related Construction Unit

Renewing Certificates:

Your Department of Health Services (DHS) certificate must be renewed every year. To renew your certificate, you need to have satisfied the Continuing Education requirement and pay the yearly renewal fee. DHS uses your birth date to determine your expiration date for new applications, by adding one year to the next birthday. Renewals are extended one more year from that date, regardless of when you apply. You will not lose time on your certification by applying early.

Continuing Education Requirement:

You must complete at least 7 hours of DHS-approved lead-related construction Continuing Education every **two** years. You should complete your Continuing Education before applying to DHS for renewal.

Renewal Deadlines:

You must apply to DHS for renewal at least **120 calendar days** before your certificate expires. If you do not apply in time, your certificate may expire before DHS can renew it. There are no extensions and DHS can **not** expedite processing any renewals. Please take this into consideration when scheduling your Continuing Education.

Photograph:

You need to send a photograph of yourself with your renewal application, either a print or a digital photo. DHS has implemented a datacard system to replace laminated ID cards. You will receive a new card with each renewal, with the photograph electronically printed directly on the card. Old cards should be discarded upon expiration. Notify DHS immediately if your ID card is lost or stolen.

Applying for Renewal:

To renew your certificate you must do the following:

- o If it is required this year, complete the required DHS-approved Continuing Education.
- o Complete and sign the attached renewal form (DHS 8553). If you are renewing more than one certificate, you can renew them all with one application.

- o Include the pink Course Completion Form (DHS 8493) you get from your Continuing Education training provider. (If Continuing Education is not required this year, check the appropriate box near the bottom of DHS Form 8553, page one.)
- o Include the proper fees for **each** certificate you want to renew. You may use a single check or money order to pay for several fees. DHS cannot accept cash. Make check or money order payable to "California Department of Health Services". All fees are **non-refundable**.
- o Include a recent photograph of yourself. It should be a 2" x 2" or larger passport style photograph. Alternatively, you can send a digital photograph (with your name as the file name) on a 3 ½ inch diskette, or e-mail to LeadPhotos@dhs.ca.gov.
- o Keep a copy of your application for your records.
- o Mail all your renewal materials together to:

**Department of Health Services
Childhood Lead Poisoning Prevention Branch
Lead-Related Construction Unit
1515 Clay Street, Suite 1801, Box C
Oakland, CA 94612
Attention: RENEWALS**

Do not address your renewal to a specific person at DHS. This will slow down its delivery time. You may also drop off your renewal, Monday through Friday, between 9:00 a.m. and 5:00 p.m. at the above address. All hand delivered renewals must be in a sealed envelope with the above address on the outside.

If you are submitting renewals for several people, make sure each person signs their renewal form. Paper-clip each person's materials together.

Expired Certificates:

If you do not renew on time, and your certificate expires, **you can not perform work requiring DHS certification**. There is no grace period. To keep your certificate current, you must renew it before it expires. If your certificate expires before you renew it, your new expiration will be calculated from the old expiration date, not the renewal date.

Renewing an Expired Certificate:

If it has been **less** than 3 years since your certificate expired, you may renew it by completing 7 contact hours of DHS-approved Continuing Education and sending DHS a renewal application with the correct fee(s). (To renew a Worker certificate, take Continuing Education for Workers. To renew an Inspector/Assessor, Project Monitor or Project Designer certificate, take General Continuing Education. To renew a Supervisor certificate, take either Worker or General Continuing Education.)

If it has been **more** than 3 years since your certificate expired, you must take the full initial lead-related construction course again and then send DHS a renewal application with the course completion form and the correct fee(s).

When you renew an expired certificate, you will receive a new expiration date. Expiration dates are now based on your birth date. Your certificate ID number will stay the same.

Remember, you **may not** do work requiring DHS certification if your certificate has expired.

Renewing Several Certificates:

If you have several certificates that all expire on the same day, you may renew them all at the same time, using 1 application. You still have to pay a renewal fee for each certificate.


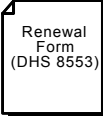

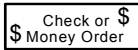
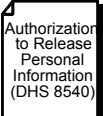
If you have several certificates with different expiration dates you should plan to take Continuing Education about 160 days before your **earliest** (first) certificate expires.

You may renew each certificate separately. If you choose this option, DHS will renew each certificate, separately, as you apply. Be sure to keep copies of your Continuing Education Course Completion Form and include a copy with each separate renewal application. The expiration date for each certificate will be based on your birthday.

Renewing Early:

DHS encourages you to apply for renewal at least 120 days before your certificate expires. This will ensure that your certificate is renewed before it expires. You will **not** lose time on your certificate by applying early for renewal. Each time you renew your certificate, DHS adds 1 full year to the certificate's expiration. If you wait until your certificate expires, you will not gain any additional time.

What Your Renewal Should Include:

Required Items			Optional
 Photo	 Renewal Form (DHS 8553)	 Course Completion Form (DHS 8493)	 Check or \$ Money Order
			 Authorization to Release Personal Information (DHS 8540)

Taking the Certification Exam:

If you have an Inspector/Assessor, Supervisor, Project Monitor and/or Project Designer *interim* certificate that expires after April 30, 1999, you will be required to pass your Lead Certification Exam(s) before your certificate(s) can be renewed. (Workers do not have to take an Exam).

If you have questions about the exam requirement, or for more information about the exams, call Cooperative Personnel Services at **1-916-263-3644** or visit **www.cps.ca.gov**. You can download study guides for each certificate from the CLPPB web site.

How Was Your Training?

DHS monitors the quality of instruction given by the DHS-accredited training providers. If you have comments, good or bad, about a DHS-accredited lead-related construction training provider or a DHS-approved course, call the Lead-Related Construction Information Line at **1-800-597-LEAD**.

If you have questions about renewing, call
Lead-Related Construction Information Line
1-800-597-LEAD
(1-800-597-5323)
Outside California, dial (510) 622-5072
or visit **www.dhs.ca.gov/childlead**

(Not for New Applications)

1. Applicant Information:

Photo Identification: Number: _____

Type: ☐ Driver's License ☐ Military ID Card ☐ Passport
☐ State ID Card ☐ Resident Alien Card ☐ Other ID: _____

	DHS Certificate Card Number	Expiration	Fee Due	Amount Paid
Lead Inspector/Assessor Certificate:	_____	___/___/___	\$ 75.00	\$_____.00
Lead Supervisor Certificate:	_____	___/___/___	\$ 75.00	\$_____.00
Lead Project Designer Certificate:	_____	___/___/___	\$ 75.00	\$_____.00
Lead Project Monitor Certificate:	_____	___/___/___	\$ 75.00	\$_____.00
Lead Worker Certificate:	_____	___/___/___	\$ 75.00	\$_____.00
Total Amount Paid:				\$_____.00

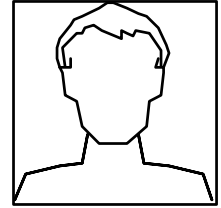
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- 4. Continuing Education:** To show that you completed the required continuing education, enclose the original (pink) Course Completion Form (DHS 8493) from your lead-related construction continuing education. (NOTE: Continuing Education is only required every 2 years, however, you must renew your certificate every year.)

If you took continuing education prior to your last renewal, and do not need it this year, check here: ☐ **Continuing Education Not Required**

- 5. Photograph:** You must include a recent photograph of yourself. It must be in portrait style (see diagram at right). Select one of the follow methods for providing the photo:

- ☐ A photo print, at least two inches square (no digital printouts). Print your name on the back.
- ☐ Digital photo on a 3 ½ inch diskette. It should be at least 640 x 480 pixels, in JPEG format, and have your name as the file name.
- ☐ Digital photo, e-mailed to LeadPhotos@dhs.ca.gov. It should be at least 640 x 480 pixels, in JPEG format, and have your name as the file name.



I hereby certify, under penalty of perjury, that the information I have provided in this application is true and correct. I further certify that I understand the California Code of Regulations requirement for individuals to maintain documents related to lead hazard projects (that I prepare, perform, or supervise) for a minimum of three years, and make them available to DHS upon request.

Your Signature: _____ /_____/_____
Date Signed

Mail Your Renewal To:

**Department of Health Services
Childhood Lead Poisoning Prevention Branch
Lead Accreditation & Certification Unit,
1515 Clay Street, Suite 1801, Box C
Oakland, California 94612.**

**Notify the Department within 30
calendar days if your name, address
or phone number changes.**

This information is requested by the Department of Health Services, Childhood Lead Poisoning Prevention Branch, under the Health & Safety Code, Section 105250, in order to determine the eligibility of an individual for Lead Certification renewal. Provision of this information is mandatory. The consequence of not providing this information is denial of certification. This information may be provided to the California Division of Occupational Safety and Health (Cal-OSHA) and California government agencies and officials, as provided by law. You have the right to access records containing your personal information maintained by the Department of Health Services. For information or access to your records, contact the Childhood Lead Poisoning Prevention Branch, 1515 Clay Street, Suite 1801, Oakland, California 94612, Telephone: 1-800-597-LEAD or (510) 622-5072 from outside California.

Attention Certified Lead Professionals!

Your name can appear on State and National Lead Listings!

If you are currently certified, the Department of Health Services (DHS) can add your phone number and city to your entry on its *List of Certified Lead Professionals*. This list is distributed statewide to consumers interested in your services. It is also posted on the Internet at www.dhs.ca.gov/childlead. This list can help you get information about your services out to:

- ▶ Contractors
- ▶ Homeowners
- ▶ Realtors
- ▶ Vendors
- ▶ Training Providers
- ▶ Health Departments
- ▶ Apartment Managers
- ▶ Building Owners
- ▶ and Many More!

What to do: To add your phone number and city to your entry on the *List of Certified Individuals*, complete the Authorization form (DHS 8540) on the back of this page, sign it and return it to DHS. If you do not send your Authorization, your information will not appear on the list.

When to do it: If you are currently certified, send your Authorization to DHS **now!** The sooner we get your Authorization, the sooner your information will appear on the List.

If you are not currently certified, send your Authorization to DHS with your renewal materials. **When DHS renews your certificate**, your information will appear on the list.

Questions: If you have any questions, please call the Lead-Related Construction Information Line at 1-800-597-5323. Outside California, call (510) 622-5072.

IMPORTANT: All information submitted to DHS is subject to release under the California Public Records Act (Government Code 6250 et seq.). While DHS will use its best efforts not to publicly release your personal information, requests for records or information under this act may **require** DHS to release your personal information without your authorization.

A *National Lead Listing* of certified lead personnel has also been developed by the U.S. Housing and Urban Development, Office of Lead Hazard Control and is posted on the Internet at <http://www.leadlisting.org>. For information on how to get your name on the *National Lead Listing*, contact:

The Lead Listing
c/o QuanTech
1911 North Fort Meyer, Suite 1000
Rosslyn, VA 22209
Telephone: (703) 312-7837
Fax: (703) 243-4094
<http://www.leadlisting.org>

